

REQUEST FOR PROPOSAL (RFP)

FOR

EMPANELLMENT OF INSTITUTES

FOR

**Imparting Comprehensive Coaching to the Students for Aptitude
Based Competitive Examinations for Securing Admission to Higher
Education/Professional Courses and Various Government &PSU
Recruitments**

RFP NO: Trg-Dev/RFP/45/2020/2416

DATE OF ISSUE: 11.08.2020

ADDRESS:

Directorate of Higher Education,

SCERT Building,

Porvorim, Bardez Goa 403521

Phone: 0832-2410824/2415585

Email: dir-dhe.goa@nic.in

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Government of Goa

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No. Trg-Dev/RFP/45/2020/2416

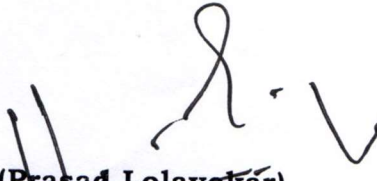
Dated: 10.08.2020

TENDER NOTICE
(E-tendering mode only)

Request for proposal (RFP) is hereby invited for and on behalf of the Government of Goa for Empanelment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments.

The interested bidder may download the document from the website <https://goaenivida.gov.in> w.e.f. 11.08.2020 to 11.09.2020. The last date of submission of the online bid shall be 15.09.2020 upto 4.00 p.m.

The right to accept or reject any tender is reserved by Director of Higher Education.


(Prasad Lolayekar)
Director of Higher Education

FACT SHEET

SR. NO.	PARTICULARS	DETAILS
1	Name of the work	Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments
2	Name of the issuer of this Request for Proposals	Director of Higher Education
3	Date of issue of RFP document and Last date for downloading of Tender Document	11/08/2020 to 11/09/2020
4	Last Date for Submission of Bid	15/09/2020 upto 4:00 p.m.
5	Date of Technical Bid opening	16/09/2020 11:00 a.m
6	Date of presentation of eligible bidders	Will be communicated to eligible bidders at a later date through email/ website
7	Date of Financial Bid opening	Will be communicated to eligible bidders at a later date through email/ website
8	Place of Bid Opening	Conference room, Second Floor, SCERT Building, Alto Porvorim, Bardez Goa
9	Tender Document Fee (TDF)	Rs. 10,000/-
10	Tender Processing Fee (TPF)	Rs. 1,500/-
11	Earnest Money Deposit (EMD)	Rs. 2,50,000/-
12	Address of Communication	Directorate of Higher Education, 1st Floor, SCERT Building, Alto Porvorim, Bardez Goa. Phone: 0832-2410824/2415585 Email: dir-dhe.goa@nic.in
13	Availability of RFP Document	Request for proposal can be downloaded from http://goaenivida.gov.in

SECTION I

INTRODUCTION

The Government of Goa continuously strives for expansion of access and qualitative improvement in the Education in the State. This is in order to ensure high quality manpower to the Government, Industry, and Society at large.

The competition presently is getting tougher day by day and the doorway into the best of the academic institutes is just not straight forward. It requires a lot of hard work, dedication and most importantly, consistent efforts & proper guidance or coaching.

State Public Service Commission/UPSC/Staff Selection Commission/ Railway Board/Public Sector banks conducts various competitive examinations for recruitment in their Services. Unfortunately, number of Graduates/Post Graduates from Goa who appear in these examinations is very low. Those who make an attempt also do not get required support in terms of Infrastructure, study material, coaching etc. as a result, hardly any candidate is able to get through these examinations with good marks. So also, the students from Goa do not excel in various competitive examinations for securing admission for Higher Educational Professional Courses and lag way behind as compared to the students from other States in India.

In order to change the current scenario and to provide a strong platform beginning at school level to the aspiring and desiring talent in the State of Goa to secure admission in Higher Educational/professional Institutes and to achieve success in the competitive examinations for securing jobs, the Government therefore has decided to provide foundation course for students of Standard VIII, IX and X to prepare for IIT, JEE, NEET, Scholarship Test etc and training/coaching for Aptitude Based Competitive Examinations for Various Government & PSU Recruitments and Securing Admission to Professional Courses. The objective is to drastically increase the number of candidates from the State to clear National and State level competitive examinations for securing admission in Higher Educational/ professional Institutes and securing jobs.

The objective is also to provide ample opportunities and assistance to the students completing the education to achieve their goal without any hindrance. This initiative is also expected to transform the lives of communities benefited by the scheme.

2.0 DEFINITIONS AND INTERPRETATIONS

- 2.1 “Agreement”** means the Agreement to be signed between the successful bidder and DHE including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
- 2.2 “Bidder”** means any Institution offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the Coaching Institute which the DHE signs the agreement for providing its services.
- 2.3 “Contract”** is used synonymously with Agreement.
- 2.4 “DHE”** means the Directorate of Higher Education, Goa
- 2.5 “Effective Date”** means the date on which the agreement is executed.
- 2.6 “C.I.”** means Coaching Institute which has to provide coaching services to the interested individual enrolled as per the scope of work of this RFP. This definition shall also include any and/or all of the employees of authorized service providers/ partners and representatives or other personnel employed or engaged either directly or indirectly by CI for the purposes of this Contract.
- 2.7 “Scope of Work”** means all training Services, and any other deliverables as required to be provided by the CI under this RFP.
- 2.8 “Committee”**, means the Bid Evaluation Committee setup to evaluate the responses of the Bidders.
- 2.9 “Services”** means the work to be performed by the agency pursuant to the RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Directorate of Higher Education. In addition to this, the definition would also include other related/ ancillary services that may be required to execute the Scope of Work under the RFP.
- 2.10 “Timelines”** means the project milestones for performance of the Scope of Work and delivery of the Services as described in the RFP.

3.0 SCOPE OF WORK

Training is teaching, or developing in oneself or others, any skills and knowledge or fitness that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance. It forms the core of apprenticeships and provides the backbone of content at institutes of technology. In addition to the basic training required for a trade, occupation or profession, training may continue beyond initial competence to maintain, upgrade and update skills throughout working life. People within some professions and occupations may refer to this sort of training as professional development.

To survive the rat race of competitive educational world, it is imperative that the student be provided with proper guidance or coaching to answer the competitive exams. Government of Goa, being aware of the acute need for improving access to high quality education to the students in the State therefore intends to provide foundation course for students of Standard VIII, IX and X to prepare for IIT, JEE, NEET, Scholarship Test etc and training/coaching for Aptitude Based Competitive Examinations for Various Government & PSU Recruitments and Securing Admission to Professional Courses by empanelling coaching institutes to achieve the goal.

Total 6 coaching centres shall be established at 6 different locations in Goa to impart training to the interested individual enrolled through the empanelled coaching institutes (CI). To achieve the same, the Goa Government is seeking proposals from reputed and experienced organizations/Institutes with proven track record in the coaching sector to provide coaching at these centres. The contract shall be initially for a period of 3 years from the date of execution of the agreement and will be extended upto 5 years subject to evaluation of the performance of the coaching agencies annually. The Institutions are expected to provide both coaching and facilitation for competitive examinations.

Organisation/Institute include:

- a) All Institutes in Government Sector, including Universities and Autonomous bodies, engaged in Coaching activities.
- b) Universities/Colleges in private sector engaged in coaching activities, including deemed Universities.
- c) Institutes in the private sector engaged in providing Coaching in private sectors such as trusts, companies, partnership firms, or societies registered under the relevant law.

- 3.1 Coaching includes imparting training to the interested students/individuals enrolled for the foundation course and competitive examinations for admission in Professional Courses as well as Job Oriented Examinations. This shall also include learning material (both soft and hard copy) to be provided to the individual enrolled along with the regular question papers, answer keys, compendiums, test series etc. which supplement the learning process.
- 3.2 The venue for the Coaching classes shall be in the state of Goa only, necessary classrooms with basic amenities such as Desks, Light, Fan and smartboard (interactive touch panel) will be provided. Details of centres is as exhibited in Annexure 9 appended.
- 3.3 The selected institute /coaching institute should be willing to mobilize its own resources for smooth conduct of the training programme.
- 3.4 The CI shall be responsible for training the students/individuals for foundation course and competitive examinations for securing Admission to Professional Courses and Various Government /PSU Jobs.
- 3.5 Medium of teaching /training should be English only.
- 3.6 No expenses in relation to accommodation and food for the teaching staff will be borne by the DHE.
- 3.7 The CI has to ensure that the teaching staff engaged will continue for the full duration of the currency of the agreement. Replacement of teaching staff will not be allowed in normal course without the prior approval of DHE.
- 3.8 The CI has to make sure that the training curriculum adapted is in line with the latest exam pattern for that particular year and update the same as need be.
- 3.9 The frequency and duration of classes should increase atleast 30 days before the date of the respective examination.
- 3.10 Duration of the classes:- the classes shall be conducted during afternoon session, Sundays/Holidays, with the approval of the DHE. CI may also conduct online training/coaching classes for the benefits of the students
- 3.11 CI is expected to provide guidance/counselling to the students while filling the examination forms.
- 3.12 CI shall establish proper measures for student performance monitoring and interpreting likelihood of their selection in the examinations by means of regular tests/mock tests. Result/reports in this regard shall have to be shared with DHE on monthly basis by coaching institute.
- 3.13 The CI will conduct an entry level aptitude test of the individual before enrollment . The test will be standardized by the selected CI with due consultation with the Monitoring committee. The test result of each individual shall be shared with DHE for monitoring purpose.

- 3.14 CI shall be responsible for conducting feedback sessions for the students/individuals enrolled and obtain formal feedback. Report of the feedback should be shared with DHE. If the feedback is not satisfactory for 3 consecutive months and if C.I does not adhere to all the terms and conditions of this agreement, DHE will have all the rights to inspect, consult with students and initiate action as deemed fit.
- 3.15 CI shall be responsible to provide teaching material and necessary literature, stationery required for conducting regular classes, exam and mock exams.
- 3.16 CI shall provide teaching material in English language only and in hard copy & soft copy as required.
- 3.17 The CI should maintain the records of the number of lectures conducted, duration of lectures and attendance of faculties.
- 3.18 The Selected CI shall form a Career Counselling team and conduct such sessions at the beginning of the academic year.
- 3.19 The Committee appointed by the Director of Higher Education for monitoring and evaluating will act as an Advisor to the Career Counselling Team on behalf of the Government.
- 3.20 The Selected CI should submit monthly attendance, progress report of the coaching class , to the Monitoring Committee constituted by the Director of Higher Education.
- 3.21 The Selected CI shall upload on their website names of the individuals enrolled ,courses for which enrolled, their address, test/examination/etc for which they appear,their result and outcome or success rate .
- 3.22 The agreement shall be initially for a period of 3 years from the date of execution and will be extended upto 5 years subject to evaluation of the performance of the coaching institute annually based on the evaluation pattern designed by the DHE.
- 3.23 The selected CI should provide to all the students, information of all competitive exams scheduled in the year, well in advance and make available brief details of the same.
- 3.24 The selected CI are required to give wider publicity to the Training Programme through advertisement in newspaper and other media.
- 3.25 The selected CI should prepare definite schedule (timetable) of coaching with a timeline for the completion, assessment, evaluation and monitoring the performance of each candidate, undergoing the coaching, such detailed timeline should be submitted to the Committee / Team monitoring the performance.

4.0 ELIGIBILITY CRITERIA

Following shall be the eligibility criteria for bidder interested in undertaking the project. The bidder shall fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

Sr. No.	Parameter	Eligibility criteria	Supporting documents required to be uploaded
1.	Legal Entity	<ul style="list-style-type: none">i. All Institutes in Government Sector, including Universities and Autonomous bodies, engaged in Coaching activities.ii. Universities/Colleges in private sector engaged in coaching activities, including deemed Universities.iii. Institutes in the private sector engaged in providing Coaching in private sectors such as trusts, companies, partnership firms, or societies registered under the relevant law.	<ul style="list-style-type: none">i. Certificate of registration
2.	Statutory Compliance	<ul style="list-style-type: none">i) Should have GST registrationii) Should have a valid Permanent Account Numberiii) Bidder should also submit a copy of application reference No.(ARN) generated on GST common portal www.gst.gov.in after filing his latest return due as per GST Law	<ul style="list-style-type: none">i. GST Registration Certificateii. PAN Card Copyiii. Copy of Application Reference Number (ARN)

3	Positive Net Worth	Bidder should have minimum net worth of Rs 2 crore as on date.	Certificate from the Chartered Accountant for Positive Net Worth of minimum Rs. 2 crore.
4.	Turnover	The bidder should have minimum turnover of Rs. 2 crore from coaching business for each of the last three financial years ending 31st March 2020.	For the F.Y 2017-18 & 2018-19,turnover Certificate issued by the C h a r t e r e d Accountant along with the copy of audited financial statements. For Financial year 2019-20, turnover certificate issued by the Chartered Accountant shall suffice.
5.	Experience	The Bidder should have minimum 5 years of experience in providing coaching for competitive exams.	<ol style="list-style-type: none"> 1. Certificate of incorporation/ Registration 2. Copy of Filing of ITR for last 5 years 3. Documentary evidence for training of students for last 5 years
6	Candidates Trained	Minimum Number of candidates trained for the last 3 years should not be less than 100	Documentary evidence to be enclosed .
7.	Merit List	Atleast 10 students trained by CI should have figured in the merit list of competitive examination for jobs/ securing admission in professional courses during the past 05 years	<ol style="list-style-type: none"> 1. Documentary evidence to be enclosed 2. Details as per the format at Annexure 3

8	Faculty	The CI should have at least 10 required number of qualified faculty members on its pay-roll.	<p>1. Self-Certified list of teaching staff with their subject area to be submitted.</p> <p>2. The resumes of the teachers for each subject proposed to be engaged for the Goa project should also be submitted.</p>
9	Non-Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District),Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure 2

5.0 INSTRUCTIONS TO BIDDERS

- 5.1 The submission of more than one bid by one Bidder is prohibited. In the event any entity submits more than one bid, all their bids shall be rejected.
- 5.2 The Technical Bid and Financial Bid should be submitted strictly by e-tendering mode only. The bidder should compulsorily upload necessary documents/Scanned copies on the e-tender website failing which Tender will be summarily rejected.

However, the bidders shall also submit hard copy of the Documents/proofs as indicated in the table under eligibility criteria at section 4.0 in sealed envelope to the Office of the Director of Higher Education, SCERT Building, Alto-Porvorim, Goa 403521 by 4:00 pm on 15.09.2020

- 5.3 The Tenderer/Bidder should upload all the necessary documents pertaining to the eligibility criteria on <http://goaenivida.gov.in>.
- 5.4 The Technical bid shall be complete in all respect and contain all information and documents asked for, except commercial details. Incomplete and conditional tenders shall be rejected.
- 5.5 The Technical Bids will be evaluated as per the qualifying criteria, relevant documents in support of them. Subsequently, only the technically qualified Tenderers/Bidders will be short-listed for Presentation. Decision of DHE in this regard will be final and binding on all the bidders.
- 5.6 The financial bids of only those bidders who secure minimum qualifying marks in presentation as per criteria, shall qualify for opening of financial bids.
- 5.7 The Bidder shall compulsorily quote for all the three categories of courses under A, B and C as mentioned in Annexure 11 - Financial Bid, failing which the bid shall be considered invalid and rejected out-rightly.
- 5.8 The price comparison in the financial bid shall be made on the combine total of rates quoted for categories of courses under A , B & C courses as mentioned in Annexure 11 - Financial Bid.
- 5.9 The DHE reserves right to negotiate with the lowest Bidder

- 5.10 The DHE shall engage maximum three (03) CI's for implementation of the training courses , provided (Total Score) ST-2 Bidder and (Total Score) ST-3 Bidder matches the (Total Score) ST-1 rates approved by the Government, failing which all the Coaching Centre shall be allotted to (Total Score) ST-1 Bidder.
- 5.11 The selected bidder shall be allotted 2 centres each however,the choice of selecting the Coaching Centre as detailed in Annexure 9 shall be in the order of (Total Score) ST-1 Bidder,(Total Score) ST-2 Bidder and (Total Score) ST-3 Bidder respectively.
- 5.12 The Course fee shall be approved by the Government.
- 5.13 The DHE reserves right to accept or reject any or all the tenders without assigning any reason thereof.
- 5.14 The successful Bidder shall not sublet the work to another party.
- 5.15 Any violation of terms and conditions or unsatisfactory performance of the selected bidder may lead to forfeiture of Performance Security and blacklisting.

6.0 RFP DOCUMENT FEE

6.1 Eligible bidders/Institutions may download the tender documents through the web site <https://goaenivida.gov.in> on remittance of payment towards Tender Document Fee (TDF).

6.2 The payment towards Tender Document Fee (TDF), Tender Processing Fee (TPF) and Earnest Money Deposit (EMD) shall be made as follows.

- i) National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement RTGS)/ Axis bank over-the-counter (OTC). Tenderers are required to download pre-printed challan towards credit of ITG available on e-tender website and make its payment through any of their bank.
- ii) Internet payment gateway: Debit/ Credit card of type VISA, Master card or Rupay
- iii) Net banking: Payment can be made through the internet banking of any bank.
- iv) Any payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least two bank-working days in advance before the due date and scanned copy of challans should be uploaded on the e-tender website as a token of payment.
- v) Proof towards payment of RFP document fees should be uploaded along with Technical Bid. The Technical Bids received without or with inadequate RFP Document fees shall be rejected.

For assistance on e-tender, please contact 1800 212 680 680

7.0 EARNEST MONEY DEPOSIT

- 7.1 Earnest Money Deposit (E.M.D.) of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) should be furnished by the bidder in the form as prescribed.
- 7.2 Tenders without valid E.M.D will be summarily rejected.
- 7.3 E.M.D. of the unsuccessful bidders will be returned after finalization of the Tender and issue of Work Order to the successful bidder.
- 7.4 EMD of the successful bidder will be returned on submission of the Performance Security Deposit as per the format provided in Annexure 8
- 7.5 EMD amount is interest free and will be refundable to the unsuccessful Bidders without accrual of any interest on it.
- 7.6 The EMD shall be forfeited if
 - i) The bidder withdraws its bid during the period of validity.
 - ii) In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP.

8.0 TECHNICAL BID:

8.1 Technical bid should be submitted in **Annexure-10**

8.2 The Technical Bid should be accompanied by the following documents:

8.2.1 Receipt/proof towards payment of Tender Document Fee, Tender Processing Fee and Earnest Money Deposit.

8.2.2 Documents/proofs as indicated in the table under eligibility criteria at section 4.0 above.

8.2.3 Acceptance of Terms & Conditions contained in the tender document as per **Annexure-12**

8.2.4 Authentication of the Bid signatory in **Annexure-7**

9.0 PRE-BID CONFERENCE

- a) Pre-Bid Conference shall be held on 03/09/2020 at 11:00 am in the Conference Hall ,Second floor, SCERT Building, Porvorim Goa.
- b) The Bidders are requested to submit queries if any, to the Directorate of Higher Education only through email on or before 27/08/2020.
- c) Queries received after 27/08/2020 shall not be considered by the Directorate of Higher Education.
- d) Directorate of Higher Education shall not be responsible for ensuring that bidder's enquiries have been received by them.
- e) Queries should be submitted in the below referred format:

<Name and Address>		
Bidder's request for clarification		
Name of the Organization submitting the request		Name and Designation of the person submitting request
Sr. No.	RFP Document Reference(s) (serial number/page)	Content of the tender document requiring clarification

10.PRESENTATION :-

10.1 The technically qualified bidders will have to deliver a presentation regarding technical aspects i.e. modules/features etc. which shall cover the following aspects:

1. Design of Study Material & Duration of classes.
2. Teaching Methodology/delivery
3. Student progress tracking.
4. Faculty Profile
5. Mechanism for Handling of students queries and doubts
6. Extra Study Material
7. Additional Modules/Features Provided/ Innovation
8. Overall presentation and exhibit of training and coaching aspects
9. The arrangement should be made to submit the soft copy of demo at the time of presentation to the committee.

11.FINANCIAL BIDS

- 11.1 The Financial Bid shall be furnished in prescribed format as per **Annexure-11**.
- The financial bids of only those bidders who secure minimum qualifying marks in presentation as per criteria, shall qualify for opening of financial bids in the presence of the representative, one each, of the bidders who choose to attend.
- 11.2 The Bidders should quote in Indian Rupees only.
- 11.3 The prices quoted should be **exclusive** of all Taxes/ GST/ Duties/ Cess/ Customs/ Octroi etc.
- 11.4 The taxes & charges should be indicated separately.
- 11.5 If there is a discrepancy between words and figures, the amount in words will prevail.

12. EVALUATION PROCESS AND CRITERIA

Technical Bid, Presentation and financial bids of the Bidders will be evaluated by the Evaluation Committee constituted for the purpose by the Directorate of Higher Education, as per the following criteria:

a) Technical Evaluation

i)The technical bid shall carry the technical score of maximum 30 marks as detailed below:

Sr. No.	Evaluation Criteria	Point System		Maximum marks 30
		Years of Experience	Marks	
1.	Number of years of Experience of successful execution of such projects	Upto 5 years	2	5
		Above 5 years upto 10 years	3	
		above 10 years	5	
2.	Turnover for last 3 financial years	Up to 2 crore	2	5
		Above 2 crore upto 5 crore	3	
		Above 5 crore	5	
3.	No.of candidates trained	a) Candidates trained for last 3 years upto 100	2	5
		b) Candidates trained for the last 3 years above 100 upto 200	3	
		c) Candidates trained for the last 3 years above 200	5	

4	No. of candidates trained by CI figured in merit list of competitive exam for admission in professional/ higher education courses/ Job related exams during the past 5 years	a) Upto 10 students b) Upto 50 students c) Upto 100 students d) More than 100 students	4 6 8 10	10
5	Average Experience of faculty	a) Upto 3 years b) Above 3 years upto 5 years c) Above 5 years	02 03 05	05
TOTAL Marks				30

- (ii) The bidder who score **12** or more marks in Technical Bid evaluation shall be considered for the next round of bid i.e. Presentation.

b) EVALUATION OF PRESENTATION

(i) Presentation delivered by the bidders shall be evaluated as follows:

Sr. No.	Particulars	Maximum Marks 40
1.	Design of Study Material & Duration of classes (Hours per Week)	8
2.	Teaching Methodology /Delivery	8
3.	Student Progress Tracking	8
4.	Faculty profile	6
5.	Mechanism for handling students doubts and queries	6
6.	Extra Study Material	2
7.	Additional Modules/Features Provided/ Innovation	2
	Maximum Marks	40

c) The bidder scoring minimum 20 marks for Presentation shall be eligible for opening of the Financial Bid.

d) After opening and evaluating the financial bids, the final combined score shall be arrived at by giving relative weightage to the technical score, presentation score and financial score.

Sr. No	Description	Marks
1	Total Marks for Technical Evaluation	30
2	Total Marks for Presentation	40
3	Total Marks for financial Bid	30

The total score shall be arrived at as under:

Total Score(ST)= TS+PS+FS where

1. TS is Technical Bid Score
2. PS is Demo and Presentation Score
3. FS is Financial Bid Score(total of A + B + C)

Note: In the financial bid score, the L-1 bidder(total of A + B + C) will secure the maximum of 30 marks and for subsequent bidders (for the combined bid) in descending order the score will be worked out proportionately.

13.1 OTHER CONDITIONS FOR THE BIDDERS

13.2 PERFORMANCE SECURITY

13.2.1 The successful Bidder shall furnish Performance Security within 21 days of the receipt of confirmed work order for an amount of Rs. 10 lakh in the form of an irrevocable Bank Guarantee issued by a Nationalised Bank in favour of the “The Director, Directorate of Higher Education” valid upto the contract period and additional claim period of 90 days beyond the date of completion of performance obligations including warranty obligations.

13.2.2 Format of the Bank Guarantee is given in **Annexure-8** of the bid document.

13.2.3 The Performance Security will be discharged by the Government and returned to the Supplier not later than 90 days following the date of completing of the Supplier’s performance obligations, including any warranty obligation, under the contract.

13.2.4 The Performance Security is liable to be deducted/ forfeited for any or all the following reasons:

- a. Unusual delay in completing the order
- b. Termination of contract for default.
- c. Any default, failure or negligence in fulfilling the contract, Losses incurred by the DHE during guarantee/ warranty period.

13.3 TERMS FOR CHARGING THE FEES

The selected CI shall enroll the students for the approved courses and charge the fees as approved by the government for the Course in the following manner:

- A. 40% of the course fees on enrollment
- B. 50% of the course fees on coverage of 50% of the approved syllabus of the respective course
- C. 10% of the course fees on completion of the course

13.4 TDS, GST, OTHER TAXES ETC.

13.4.1 All statutory dues shall be deducted as per rules.

13.5 ARBITRATION

13.5.1 If at any time, any question, dispute or difference whatsoever, shall arise, between the Directorate of Higher Education, Goa and the Coaching Institute, upon or in relation to or in connection with the contract, the provisions of Indian Arbitration and Conciliation Act-1996 and of the Rules there-under and any Statutory Amendment/ Modification or re-enactment thereof for the time being in-force, shall be deemed to apply to and be incorporated in the contract.

13.6 SIGNING OF WORK ORDER

The successful bidder will be issued with two copies of the work order. The bidder shall retain one copy and return the second copy to the Directorate of Higher Education, Goa with each and every page of the Work Order duly signed by the authorized representative in token of the un-conditional acceptance of the terms & conditions contained in the work order.

14 JURISDICTION OF COURT:

In case of any dispute between the parties, the Courts at Goa only shall have the jurisdiction to settle/ decide and adjudicate upon such matters. Before approaching the court of law, any dispute or difference arising in connection with the contract shall be referred by either party for arbitration in accordance with Clause 13.5 above.

15. FORCE MAJEURE:

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God(hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Government as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract without any financial repercussion on either side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in this (FORCE MAJEURE) clause.

16. TERMINATION BY CONVENIENCE:

This Contract/Agreement may be terminated by either party for any reason or no reason, whether or not extended beyond the initial term, by giving the other party written notice of ninety (90) days in advance, subject to full completion of the courses in operation so as to ensure completion of the enrolled course by the students.

17. TERMINATION FOR DEFAULT:

17.1 The Government may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the CI, terminate this contract in whole or in part

- a. If the CI fails to deliver any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the Government pursuant to Clause 15;
- b. If the CI fails/delays to perform any other obligation(s) under the Contract; and
- c. If the CI, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the Government may authorise in writing) after receipt of the default notice from the Government.

17.2 In the event the Government terminates the contract in whole or in part pursuant to Clause 17.1 the Government may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the CI shall be liable to the Government for any excess cost for such similar services. However the CI shall continue the performance of the contract, including warranty, to the extent not terminated.

17.3 The Government reserves the right to ban a CI to quote in further tender enquiries for a specified period, in case he fails to honour his bid /contractual obligations, without sufficient and reasonable grounds.

18. EXECUTION OF THE AGREEMENT:

The successful bidder shall have to execute agreement with the Government within 15 days of the issue of the Work Order.

SECTION II

Annexure 1: Format for Particulars of the Bidder

Details of the Bidder (Company)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Registration	
D.	Registration Number & Registration Authority	
E.	Legal Status (Public/Private/Society)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Telephone No. (with STD Code)	
H.	E-Mail of the Contact person:	
I.	Fax No. (with STD Code)	
J.	Website	
K.	GSTIN Number	
L.	PAN	
M.	EMD Details	

Annexure 2: Format for Self-declaration by bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

The Director
Directorate of Higher Education,
SCERT Building,
Alto-Porvorim Goa 403521

Date: DD/MM/YYYY

Sub: Declaration of Non Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Ref: Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education / Professional Courses and Various Government & PSU Recruitments

(Bidding Document No____Dated: /____/)

Sir/Madam,

In response to the above mentioned RFPI, _____, as _____ <Designation> of M/s _____, hereby declare that our Company /Firm/Institution _____ is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt./ District Administration, Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Date:

Signature of Authorized
Representative:

Name of Coaching
Institute:

Full Address:

Telephone No.:

Annexure 3: Format for declaration about selection of students that attended coaching and qualified in competitive Examinations

[ON BIDDERS LETTERHEAD]

To

The Director
Directorate of Higher Education,
SCERT Building,
Alto-Porvorim Goa 403521

Date: DD/MM/YYYY

Sub: Declaration of selection of students that attended coaching and qualified in competitive examination

Ref: Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments.

(Bidding Document No _____ Dated: ____/____/____)

Sir/Madam,

In response to the above mentioned RFP I, _as <Designation> of M/s , hereby declare thatNo of students got selected in Course in last 5 years.

The details of students, course attended and selection is given in following table, the information provided here is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm.

(The data is to be shared in following format with supporting evidence of copy of result of qualifying student, certificate wherever applicable, Certificate of Coaching Institute proving enrollment at institute for attending respective training.)

Date:

Signature of Authorized Representative:

Name of Coaching Institute:

Full Address:

Telephone No.:

Sl. No.	Student Name	Address	Mobile No.	Year in which Student was enrolled in coaching (Start / End Date)	Roll No./ Registration No. of Student in Qualifying Examination	Merit List with category / Rank highlighting qualifying result	Rank (Cat.)	Caste Category

Annexure 4: Format for Technical Bid Cover letter

[ON BIDDERS LETTERHEAD]

To

The Director
Directorate of Higher Education,
SCERT Building,
Alto-Porvorim Goa 403521

Date: DD/MM/YYYY

Sub: Letter for Submission of Technical Bid by <<firm name>>

Ref: Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments

(Bidding Document No:____Dated:./____/____)

Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date of opening of the Financial bid.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

Date:

Signature of Authorized
Representative

Name of CI:

Full Address:

Telephone No.:

Annexure 5: Format for details of qualified teachers for providing competitive Exam Coaching

[ON BIDDERS LETTERHEAD]

To

The Director
Directorate of Higher Education,
SCERT Building,
Alto-Porvorim Goa 403521

Date: DD/MM/YYYY

Sub: Declaration about number of qualified teachers providing coaching

Ref: Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments

(Bidding Document No: _____ Dated: ____/____/____)

Sir/Madam,

In response to the above mentioned RFPI, _____, as

<Designation> _____ of M/s _____, hereby declare that:

1. There areNo. of teachers imparting coaching to students in various subjects for different courses.

The details of teachers, their subjects and course is given in following table, the information provided is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm.

S.No	Name	Subject	Experience
------	------	---------	------------

Annexure 6: Format for Financial Bid Cover Letter

[ON BIDDER'S LETTERHEAD]

To,
The Director
Directorate of Higher Education,
SCERT Building,
Alto-Porvorim Goa 403521

Date: DD/MM/YYYY

Sub: Covering letter for Financial Bid for referred Bidding Document

Ref: Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments.

(Bidding Document No: Dated: __/__/__)

Dear Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to be the Coaching Institute and carry out the work as and outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby undertake Services as per these terms and conditions. We declare that our quotes are as per the conditions/ specifications and bid documents. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the financial bid are in Indian National Rupee (INR) only and shall remain valid throughout the contract agreement period.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form prescribed in the RFP. We agree that you are not bound to accept any bid you may receive. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized
Representative:

Name of firm:

Address and Contact No.

Annexure 7: Format for Power Of Attorney

(To be provided in original as part of Technical Bid on stamp paper of value required under law duly signed by 'Bidder' for the tender)

Dated: _____

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Designation and the name of the Organization), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement **"Empanellment of Institutes for Imparting Comprehensive Coaching to the Students for Aptitude Based Competitive Examinations for Securing Admission to Higher Education/Professional Courses and Various Government & PSU Recruitments."** involving the deliverables as per agreement with Directorate of Higher Education, Alto-Porvorim, Goa 403521, vide Request of Proposal (RFP) Document dated _____, issued by The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the Director, Directorate of Higher Education, Government of Goa, and generally dealing with Higher Education, in all matters in connection with our Bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. _____) (Name, Title and Address of the Attorney)

Notes:

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

Annexure 8: Format for Draft Performance Guarantee

(To be issued by a Bank)

This Deed of Guarantee executed at _____ by _____ (Name of the Bank) having its Head/ Registered office at _____(hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns;

In favour of The Directorate of Higher Education, Government of Goa, having its office at Alto-Porvorim, Goa 403521 , India (hereinafter called “The Director, Directorate of Higher Education, Alto-Porvorim Goa , Government of Goa” which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas M/s _____ an organization/company/firm/Society formed under _____(specify the applicable law) and having its registered office at _____ has been, consequent to conduct and completion of a competitive Request For Proposal (RFP) process in accordance with the letter of requirements document No. _____dated/ /2020 issued by The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, and selected M/s _____(hereinafter referred to as the Applicant) for the Agreement by The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, and the Applicant. The Agreement requires the Applicant to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs./-(Rupees _____only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Applicant approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, ___ Bank hereby guarantee as follows:

1. The Applicant shall implement the Project, in accordance with the terms and subject to the conditions of the Agreement, and fulfil its obligations thereunder
2. We, the Guarantor, shall, without demur, pay to The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, Government of Goa an amount not exceeding INR__ (Rupees _____ only) within 7 (seven) days of receipt of a written demand therefore from The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, stating that the Applicant has failed to fulfil its obligations as stated in Clause 1 above.
3. The above payment shall be made by us without any reference to the Applicant or any other person and irrespective of whether the claim of the The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, is disputed by the Applicant or not.
4. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa.
5. In order to give effect to this Guarantee, The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by, The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, or by the extension of time of performance granted to the Applicant or any postponement for any time of the power exercisable by, Government of Goa against the Applicant or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of, Government of Goa or any indulgence by The Director, Directorate of Higher Education, Alto-Porvorim, Goa 403521, Government of Goa, to the Applicant to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations under this guarantee are duly discharged.

7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under_____.

In witness, where of the Guarantor has set its hands hereunto on the day, month and year first here- in above written.

Signed and Delivered by_____Bank by the hand of Shri_____its_____and authorized office.

Authorized Signatory_____Bank

ANNEXURE 9: DETAILS OF CENTRES FOR COACHING CLASSES.

Sr .No	Name of the college	Address
01	Government College of Arts, Science and Commerce, Sanquelim-Goa	Sanquelim,Goa 403505
02	Government College of Arts, Science and Commerce, Khandola-Goa	Khandola, Marcela Goa 403107
03	Government College of Arts, Science and Commerce, Quepem-Goa	QuepemGoa 403705
04	Government College of Commerce and Economics, Borda-Goa	Borda,Margao Goa 403601
05	Sant Sohirobanath Ambiye Government College of Arts and Commerce, Pernem	Virnoda,Pernem Goa
06	Goa College of Home Science	Dayanand Bandodkar Road, Opposite Parade Ground , Campal, Panaji Goa 403 001

ANNEXURE 10: Technical Bid

Name of the Bidder: _____

Sr. No.	Criteria	Details as indicated in Column (ii)		Proof attached
(i)	(ii)	(iii)		(iv)
1.	Whether Bidder is a Legal Entity (furnish Incorporation/Registration Number in the details column)			
2.	Goods and Service Tax Registration			
3.	Application reference No.(ARN)			
4.	PAN Number			
5.	(Positive Net Worth)(Minimum Rs 2 Crore as on date) Certificate from the Chartered Accountant for Positive Net Worth of minimum Rs 2 Crore			
6.	(Turnover) (Minimum 2 Crore from Coaching Business in each of the last 3 Financial years ending 31 st March 2020) (For the F.Y 2017-18 & 2018-19, turnover Certificate issued by the CA along with the copy of audited for financial year 2019-20 turnover certificate issued by the Chartered Accountant shall suffice)	Financial year	Turnover in Lakhs	
		2019-20		
		2018-19		
		2017-18		
7.	Minimum 05 years of Experience in providing coaching for competitive exams			
8.	Minimum 100 candidates trained by CI for admission in profession courses/job-related exam during the past 03 years			

9.	Minimum 10 candidates trained by CI/Bidder figured in the merit list for admission in professional courses/job-related examinations during the past 05 years		
10.	Minimum 10 Number of qualified faculty members on its pay-roll.		
11.	Whether under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District),Semi-Govt. & PSU in India in last five years (from the date of submission of bid)		
12.	Whether Power of Attorney as per Annexure - 7 attached to the Technical Bid		
13.	Earnest Money Deposit (Give transactions details viz. NEFT/RTGS/Net Banking or any other mode and the date of deposit)		
14.	Name and designation of the Authorised Signatory		

*** All the documents as indicated above should be attached to the Technical Bid**

Annexure 11: FORMAT FOR FINANCIAL BID

Following is the financial bid format (Quotes to be submitted via online mode only)

Sr. No.	Description	Total Fee		Total (1+2)
		Fee(1)	Taxes(2)	
A)	Training fees per Student <u>Job related Coaching</u> 1. Competitive examination conducted by the staff selection commission (SSC),various Railway Recruitment Boards(RRBs) 2. Clerical/Officers' Grade entrance examination conducted by Public Sector Banks, Insurance Companies, RBI and other Public Sector Undertakings (PSUs) 3. Competitive examination conducted by the UPSC/State Public Service Commission for recruitments	Rs. ----	Rs. ---	Rs. ---
B)	<u>Professional Courses Coaching</u> 1. Premier Entrance Examination for admission in professional courses like Management (MBA) (eg.Coaching for CAT,XAT,CMAT,NMAT,MAT) 2. Examination conducted by National Council for Hotel Management and Coaching Technology(NCHMCT), Joint Entrance Examination (JEE)	Rs. ---	Rs. ---	Rs. ---

C)	Foundation Course for the Students of Standard VIII, IX and X to prepare for IIT, JEE, NEET, Scholarship Test.	Rs. ---	Rs. ---	Rs. ---
	TOTAL (A + B + C)	Rs. ---	Rs. ---	Rs. ---

NB: The Bidder shall compulsorily quote for all the three categories of courses under A, B and C as mentioned above, failing which the bid shall be considered invalid and rejected outrightly.

ANNEXURE 12- FORMAT FOR ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

TO BE ACCEPTED BY THE COACHING INSTITUTE

To

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Tender No..... I declare that all the provisions, of this Tender Document are acceptable to my company/organisation, I further certify that I am an authorised signatory of my company and am , therefore, competent to make this declaration.

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Bidder Stamp